

From: Organizational Safeguards & Security Officer
(OSSO) [Bonnie Hall](#)

I've noticed a concern throughout the division about policies regarding visits and contacts with people from "Sensitive Countries" (<http://s6server.lanl.gov/iseclist.html>). If this is a confusing topic to you, you are not alone!! Please read on...

The most important thing to keep in mind is that as an employee of LANL, you are a target for foreign intelligence. Be on your guard and be cautious in the information you provide to foreign nationals, especially foreign nationals from sensitive countries. If you have any doubt, seek advice. You will never be reprimanded for seeking advice!!

~~~~~  
**Visitors from Foreign Countries**

The Congressional Moratorium on sensitive country visitors to the Laboratory was lifted on October 12, 2000. Requests for foreign national visits from sensitive countries can now be submitted to the FV&A office. It takes approximately 4 weeks to process a sensitive request. If you host a foreign national from a sensitive country, you will go through a pre-briefing and a debriefing with the Counter Intelligence Team. For more information on hosting visitors from sensitive countries, and the forms that must be filed prior to the visit, see the link: <http://s6server.lanl.gov/isecfva.html>.

If you host ANY foreign national inside a secure area at LANL, then you must file paperwork at least four weeks before the visit, and a report of the contact within 10 days after the visit. Again, check the link: <http://s6server.lanl.gov/isecfva.html>.

If you host ANY foreign national in an open area at LANL, you must submit a form (<http://s6server.lanl.gov/iseclitem1.html>) at least 4 weeks in advance for sensitive countries and 5 days in advance for all other visitors.

\*\*\* You have to report visits from foreign nationals from sensitive countries EVEN IF the meeting takes place offsite!! \*\*\*

**FOREIGN NATIONAL ATTENDANCE AT A DOE/LANL SPONSORED EVENT OFF-SITE**

Foreign nationals from sensitive countries attending DOE/LANL sponsored events off-site must be approved prior to the event date. NOTE: Meetings, seminars, and conferences that are open to the general public are not subject to this requirement.

The offsite visit approval requirements apply only to visitors from sensitive countries (Dick Best, CI Team, 10/13/00). Report these visits with the form: (<http://enterprise.lanl.gov/forms/982.pdf>)

Any time a foreign national requires access to an automated information system an additional form is required: <http://enterprise.lanl.gov/forms/982ca.pdf> NOTE: This form is even required when providing computer access to a foreign national that is an employee of LANL!!!

~~~~~  
Visiting A Sensitive Foreign Country

If you plan to visit a sensitive foreign country, even for personal reasons, you must work file paperwork and work with the CI Team. Please plan to contact security personnel at least a month in advance of a trip to a sensitive foreign country.

~~~~~  
**Reportable Contacts with Foreign Nationals from Sensitive Countries**

This is the area where I have heard the most concern. When does a contact become reportable? Your good judgement is critical in this area, and there are guidelines to help you decide when the contact becomes reportable. If you are ever in doubt or uncomfortable about a contact, the best course of action is to report it and get some specific guidance from the Counterintelligence Team. The CI team is made up of pleasant & helpful people and it is their job to ensure you stay out of trouble and do not become a target. There are three types of contacts that should be reported

[http://s6server.lanl.gov/isec/RptbleFN\\_Form1.pdf](http://s6server.lanl.gov/isec/RptbleFN_Form1.pdf) :

- (1) illegal or unauthorized access is sought to classified (or sensitive) information, or
- (2) you are concerned that you may be the target of attempted exploitation, or
- (3) you have "Close and Continuing Contact" with a Sensitive Country Foreign National.

Item 3 is where we run into a lot of grey area - what constitutes "close & continued"? In general, intimate relationships, close friends, financial relationships, and room mates fall into the "close & continued" contact category. If you spend private time and share professional or personal information with a foreign national from a sensitive country, be on the safe side and seek advice. More specific guidance is provided by this DOE notice: <http://s6server.lanl.gov/isec/close&continuing.html>

Play it safe, if you have any doubts at all, let the experts decide if the contact is reportable!

~~~~~  
Sensitive Information

It is important to remember that "sensitive information" is a much broader category than "classified information". There is an entire manual devoted to the topic of "sensitive information" (http://labreq.lanl.gov/pdfs/ops/lm/usi_man.pdf). For instance, some of our information may fall under the "Applied Technology" category:

APPLIED TECHNOLOGY:

Certain scientific and technical information related to engineering, development, design, construction, operation, or other activities pertaining to technology advances in particular projects or facilities on which major funding emphasis has been placed, may be designated as "Applied Technology" by the cognizant DOE Headquarters organization. Such information, when designated as "Applied Technology," is initially given controlled distribution in order to limit the information to domestic recipients, thereby retaining the foreign trade value of the information.

Export controls are placed on applied technology information, and we are responsible for protecting export controlled information from ALL foreign nationals, even those that work with us every day.

If you are concerned that a topic may be sensitive, please consult the manual, security personnel, and/or an ADC for assistance.

~~~~~  
**Co-Workers**

Many of our colleagues at LANL are foreign nationals, and some are from countries on the sensitive list. Indeed, some of you reading this note are foreign nationals from sensitive countries. While there are no specific guidelines in dealing with coworkers that are foreign nationals, common sense can extend the existing guidelines to cover the case of coworkers.

- Keep in mind that our foreign national coworkers are usually also uncleared individuals. Know what information and knowledge you have that is considered sensitive. Do not discuss sensitive information with any uncleared individual. If you find your conversation with an uncleared individual moving toward a potentially sensitive topic, stop talking and tell your colleague that it is best to steer clear of that area. Our colleagues understand that certain topics are off limits and that they should not press for further information.

- Ensure that your sensitive digital information is properly secured, and remember that it is necessary to protect your export controlled data from the foreign nationals on your team. The standard UNIX file permissions may not be sufficient - especially if you have uncleared people in your group! If you suspect information is sensitive, please bring it to my attention and I will be happy to help you ensure that it is properly secured.
- Any time a foreign national, even a LANL employee, requires access to an automated information system approval and a form is required: <http://enterprise.lanl.gov/forms/982ca.pdf>. Do not provide computer access to your foreign national coworkers without filing this form and getting the proper approval. Again, I will be happy to help you with this process.
- Normal day to day business relationships with foreign nationals from sensitive countries is not reportable. Reportable contacts with coworkers fall under the same guidelines as reportable contacts with non-LANL employees. If you ever feel you are being pressed for sensitive information, you should seek advice. If you enter into financial contracts with an individual from a sensitive foreign country, you should seek advice. If you develop personal relationships with individuals from sensitive countries, you should seek advice. Use your common sense and don't be afraid to ask for assistance whenever a relationship moves into a grey area.
- Please do not avoid developing friendships with your coworkers from sensitive foreign countries!! If you begin to spend private time with an individual from a sensitive country, simply contact me or the CI team for guidance. If it is necessary to file a contact form, it does not reflect badly on you or your friend, and it will not hinder you in your next clearance investigation. All we have to do is simply work with the experts to ensure that our personal lives do not interfere with National Security interests.